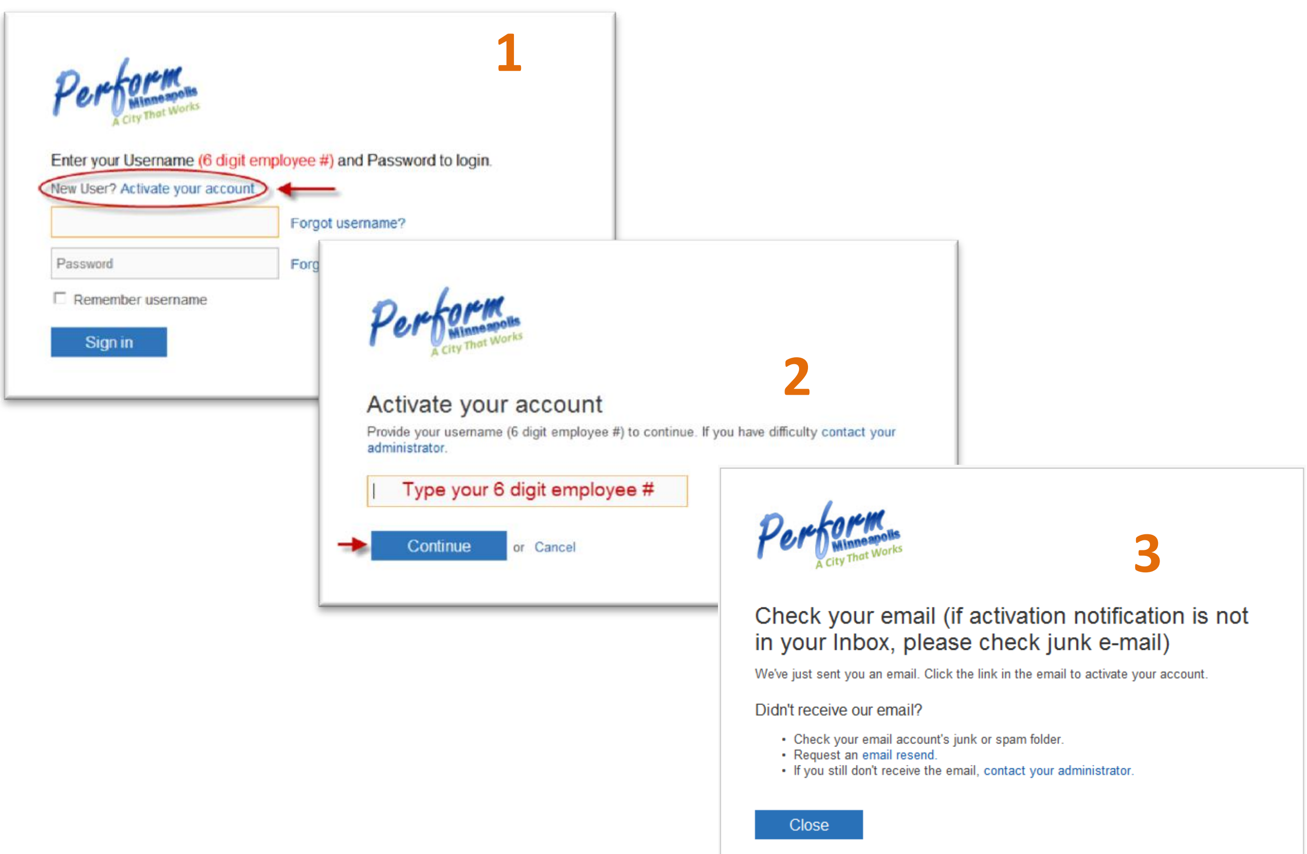
Getting Started in PerformMinneapolis

Accessing Halogen

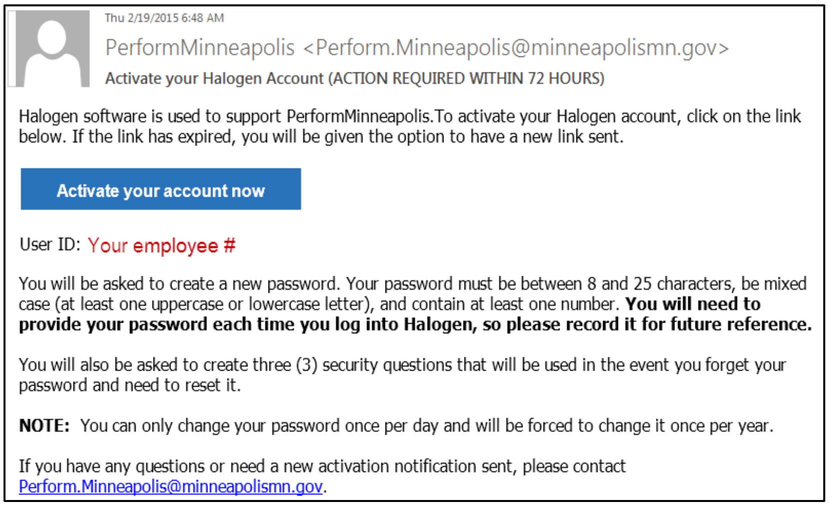
You can access Halogen several ways:

- CityTalk > Work Tools > Halogen (PerformMinneapolis)
- City of Minneapolis > For Employees > PerformMinneapolis
- Link in the Halogen Task or Activation Email

Activating your Halogen Account



You will receive an email:



Thu 2/19/2015 6:48 AM

PerformMinneapolis <Perform.Minneapolis@minneapolismn.gov>

Activate your Halogen Account (ACTION REQUIRED WITHIN 72 HOURS)

Halogen software is used to support PerformMinneapolis.To activate your Halogen account, click on the link below. If the link has expired, you will be given the option to have a new link sent.

Activate your account now

User ID: Your employee #

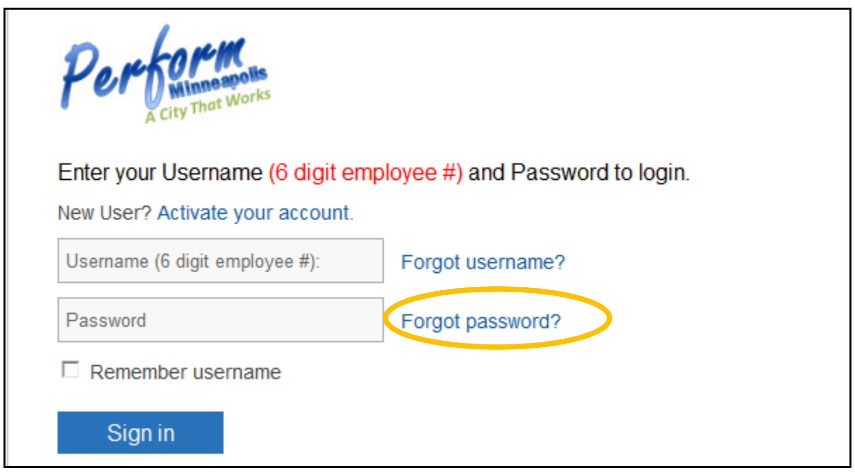
You will be asked to create a new password. Your password must be between 8 and 25 characters, be mixed case (at least one uppercase or lowercase letter), and contain at least one number. **You will need to provide your password each time you log into Halogen, so please record it for future reference.**

You will also be asked to create three (3) security questions that will be used in the event you forget your password and need to reset it.

NOTE: You can only change your password once per day and will be forced to change it once per year.

If you have any questions or need a new activation notification sent, please contact Perform.Minneapolis@minneapolismn.gov.

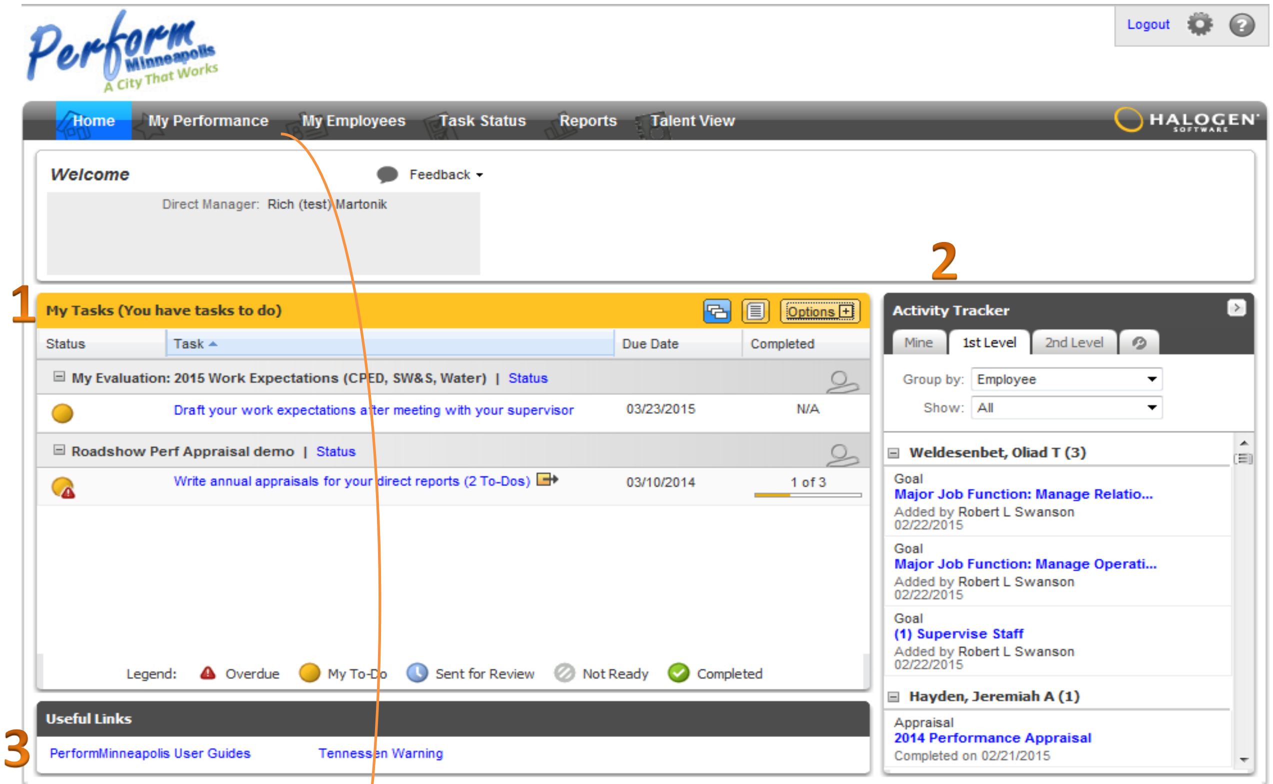
Login Screen



Halogen Home page

Every employee has a home page which shows

1. Tasks
2. Recent activities
3. PerformMinneapolis User Guides



If you are required to take action you will receive an email from Perform.Minneapolis@minneapolismn.gov stating you have a task to complete

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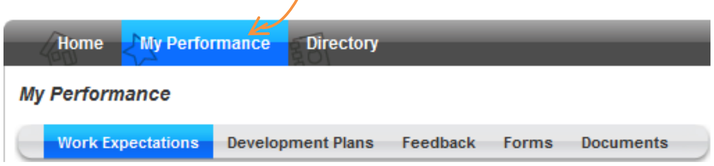
My Performance Tab



- **Work Expectations** – review your current work expectations or add a new one
- **Development Plans** – enter development plan items
- **Feedback** – add Journal Notes, send Recognition and review Supervisor notes
- **Forms –** performance appraisal forms
- **Documents** – upload documents relevant to your performance

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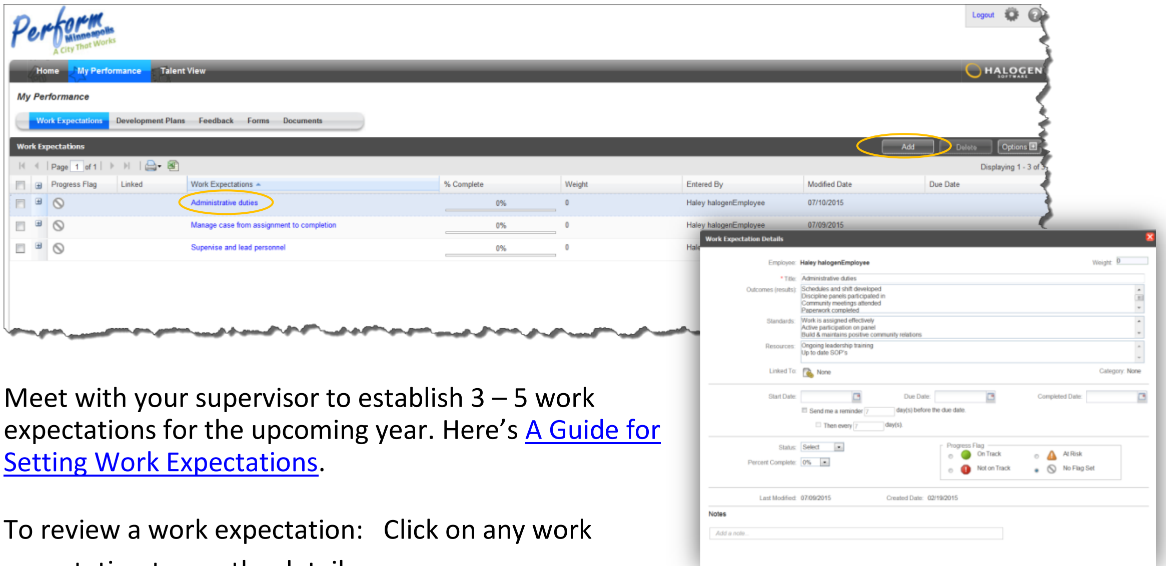
My Performance – Work Expectations



Meet with your supervisor to establish 3 – 5 work expectations for the upcoming year. Here's [A Guide for Setting Work Expectations](#).

To review a work expectation: Click on any work expectation to see the details.

To add an expectation: Click **Add** and follow the instructions [Work Expectations](#); scroll down to "To Add a New Work expectation."

At the very least you should have a work expectation about learning your job.

Major Job Duty (small box) and Outcomes (big box)

Learn new job

1. Orientation tasks completed
2. Assigned tasks completed
3. Introductions with co-workers and contacts made
4. Training scheduled

Standards – how well I need to do my work

1. According to schedule
2. To the satisfaction of supervisor; demonstrate the ability to work 80% without help within 90 days
3. According to plan

Resources – what I need to achieve this goal

Orientation schedule
Work instructions
Introduction schedule
Training schedule
Tools and equipment

My Performance – Feedback

You can review your feedback

Click on **Add** to

- Add a Journal Note (an entry written by you about yourself –be sure to "share with supervisor.")
- Add Recognition (a message sent by you recognizing another employee's success.)

You can also add Journal Notes and Recognition from your home page.